

OFFICIAL GAZETTE

GOVERNMENT OF GOA, DAMAN AND DIU

GOVERNMENT OF GOA, DAMAN AND DIU

Department of Personnel and Administrative Reforms

Notification

2/8/74-PER (Vol. II)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, read with the Government of India, Ministry of External Affairs, Notification No. F.7(11)/62-Goa dated the 25th July, 1963, the Administrator of Goa, Daman and Diu is pleased to prescribe syllabi for conducting examination for filling up the vacancies of Group 'C' common ministerial posts of Superintendent, Assistant, Head Clerk, Senior Stenographer, U.D.C., Jr. Stenographer and L.D.C. in the Administration of Goa, Daman and Diu by promotion and direct recruitment as shown in Annexures I, II, III, IV, and V attached to this Notification.

By order and in the name of the Administrator of Goa, Daman and Diu.

G. H. Mascarenhas, Under Secretary (Personnel).

Panaji, 29th July, 1980.

ANNEXURE I

Scheme of examination for filling up of vacancies of Group 'C' posts of Superintendent inside Secretariat/outside Secretariat by promotion from among the Assistants/Head Clerks or equivalent working in the Secretariat and subordinate offices, respectively.

I. Applicability of the scheme of examination:

The scheme shall be applicable to all Government Offices/Departments in the Union Territory of Goa, Daman and Diu in regard to Superintendents inside the Secretariat and outside the Secretariat.

II. Agency for examination:

The Department of Personnel and Administrative Reforms, Div. I & III of the Government of Goa, Daman and Diu shall be responsible for holding a competitive examination. A Committee shall be constituted of Joint Secretary, Under Secretary (S.A. & C.) and Under Secretary (Personnel) for the purpose of examination.

III. Centre for the examination:

The Secretariat will be the centre of the examination.

IV. Conditions of eligibility:

The examination will be confined to all employees who are holding the post of Assistants/Head Clerks and other equivalent who strictly fulfil the requirement of the recruitment rules.

V. Subject for the examination:

a) The papers for examination will be set by the Office different from the one where the examination will be held. The paper-setters will be selected by the Joint Secretary. One paper-setter will be a Head of Department. The evaluation of the papers shall be made by officers other than the paper-setters who shall be selected by the Joint Secretary.

b) The papers for examination and the maximum marks for each paper are indicated below: —

i) Constitution and Service Matters	100 Marks
(to be answered with books).	
ii) Service Rules	100 Marks
(to be answered with books).	
iii) Financial Matters	100 Marks
(to be answered with books)	
iv) Office Procedure	100 Marks
(to be answered without books)	
v) Assessment of Confidential Report	100 Marks
Total	500 Marks

Note. — The assessment of the Confidential report shall be made by the existing Departmental Promotion Committee for filling up the posts and shall be restricted to the number of years required for being eligible for promotion from Assistant/Head Clerks or equivalent to Superintendents inside and outside Secretariat.

VI. Syllabi for examination:

Paper I — Constitution and service matters: —

- Constitution of India (selected parts) Articles 52 to 73; 79 to 88; 153 to 164; 239 to 241 and 308 to 312.
- C. C. S. (Conduct) Rules, 1964.
- C. C. S. (C. C. A.) Rules, 1965.

- iv) Departmental Inquiries (Enforcement of Attendance of witnesses and Production of Documents) Act, 1972.
- v) U. P. S. C. Consultation Rules.

Paper II — Service Rules: —

- i) Civil Service Regulations, Vol. I.

Paper III —

- i) Fundamental Rules in general.
- ii) Framing of financial budget.

Paper IV — Office Procedure: —

- i) Manual of Office Procedure.
- ii) The Govt. of Goa, Daman and Diu, Business (Allocation) Rules, 1963.
- iii) Organisation and structure of the machinery of Government.

VII. A list shall be prepared by the committee in No. 11 in order of merit of qualified candidates who have attained the qualifying standard i.e. who have secured 35% or above of the total marks in each subject. Deductions upto 5% of the marks in the written subject will be made for illegible handwriting.

VIII. Periodicity of examination:

The examination would be held by the Division I and Division III of the Department of Personnel and A. R., as the case may be, whenever there are one or more vacancies under it in office.

IX. Interview:

No further oral interview shall be held.

X. Duration of paper:

Three hours.

ANNEXURE II

Scheme of examination for filling up of vacancies of Group 'C' post of Assistant/Head Clerk from among the U.D. C's or equivalent working in the Secretariat and subordinate offices by promotion and direct recruitment (wherever necessary).

I. Applicability of the scheme of examination:

The scheme shall be applicable to all Government offices/Departments in the Union Territory of Goa, Daman and Diu in regard to Assistants/Head Clerks posts.

II. Agency for examination:

Each Office/Department of the Government of Goa, Daman and Diu shall be responsible for holding a competitive examination. A Committee constituted of Administrative Head of Department/Office; his next in command; and the Administrative Officer or equivalent shall be constituted for the purpose of examination. In the case of Assistants in the Secretariat the Committee shall be constituted of the Joint Secretary, the Under Secretary (S. A. & C.) and the Under Secretary (Personnel).

III. Centre for the examination:

The Headquarter of the office will be the centre of the examination.

IV. Conditions of eligibility:

The examination will be confined to all employees who are holding the post of U. D. Cs. and equivalent who strictly fulfil the requirements of the recruitment rules.

V. Subject for the examination:

a) The papers for examination will be set by the Office different from the one where the examination will be held. The paper-setters will be selected by the Head of Department/Office, or the Joint Secretary, as the case may be. One paper-setter will be Joint Secretary or any other Under Secretary of the Secretariat. The evaluation of the papers shall be made by officers other than the paper-setters who shall be selected by the Head of Department/Office or the Joint Secretary, as the case may be.

b) The papers for examination, and the maximum marks for each paper are indicated below:

- i) English composition, noting and drafting 100 Marks
(to be answered without book)
- ii) Financial Matters 100 Marks
(to be answered with book)
- iii) Office Procedure 100 Marks
(to be answered without books)
- iv) Constitution and service matters 100 Marks
(to be answered with books)
- v) Assessment of Confidential Reports 100 Marks
(in the case of promotees only)

Note 1. — In the case of direct recruits the total marks will be 400.

Note 2. — The assessment of the confidential reports shall be made by the existing Departmental Promotion Committee for filling up the posts of Assistant/Head Clerk and shall be restricted to the number of years required for being eligible for promotion from U. D. Cs. and equivalent to Assistants and Head Clerks.

VI. Syllabi for examination:

Paper I — English composition, noting and drafting: —

- i) Essay or paragraph writing;
- ii) Structure of sentences; use of words and idioms;
- iii) Sequence of tense; direct and indirect narration; active and passive voice.
- iv) Notings on given cases.
- v) Drafting of official communications.

Paper II — Financial matters: —

- i) Civil Service Regulations, Vol. I.
- ii) Budget framing.
- iii) Fundamental rules and Supplementary Rules.

Paper III — Office Procedure: —

- i) Manual of Office procedure.
- ii) The Business of Govt. of Goa, Daman and Diu (Allocation) Rules, 1963.

Paper IV — Constitution and service matters:—

- i) Constitution of India (Selected parts) Articles 52 to 73; 79 to 88; 153 to 164; 239 to 241 and 308 to 312.
- ii) C. C. S. (Conduct) Rules, 1964.
- iii) C. C. S. (C. C. A.) Rules, 1965.
- iv) U. P. S. C. Consultation Rules.
- v) Goa, Daman and Diu Legislative Assembly Rules.

VII. A list shall be prepared by the Committee in No. II in order of merit of qualified candidate who have attained the qualifying standard i. e. who have secured 35% or above of the total marks in each subject. Deductions upto 5% of the marks in the written subject will be made for illegible handwriting.

VIII. Periodicity of examination:

The examination would normally be held by the office/Department whenever there are one or more vacancies under it.

IX. Interview:

Oral interview shall be held for direct recruit only.

X. Duration of paper:

Three hours.

ANNEXURE III

Scheme of examination for filling up of vacancies of Group 'C' posts of Senior Stenographer by promotion from among the Junior Stenographer and posts of Jr. Stenographer by direct recruitment in the Secretariat and subordinate offices.

I. Applicability of the scheme of examination:

The Scheme shall be applicable to all Government Offices/ Departments in the Union Territory of Goa, Daman and Diu in regard to Senior Stenographer and Jr. Stenographers in the Secretariat and subordinate offices.

II. Agency for examination:

Each Office/Department of Government of Goa, Daman and Diu shall be responsible for holding a competitive examination. A Committee constituted of Administrative Head of Department/ Office; his next in the command; and the Administrative Officer/or equivalent shall be constituted for the purpose of examination. In the case of Jr. Stenographer and Senior Stenographer in the Secretariat, the Committee shall be constituted of Joint Secretary, Under Secretary (S.A.&C) and Under Secretary (Personnel) for the purpose of examination.

III. Centre for the examination:

The headquarter of the office will be the centre of the examination.

IV. Conditions of eligibility:

The examination will be confined to all candidates who strictly fulfil the requirements of the recruitment rules for filling up the posts of Senior Stenographers and Junior Stenographers.

V. Subject for the examination:

a) The papers for examination will be set by the office different from the one where the examination

will be held. The paper-setters will be selected by the Head of Department/office or Joint Secretary, as the case may be. One paper-setter will be Joint Secretary or any Under Secretary of the Secretariat. The evaluation of the papers shall be made by officers other than the paper-setters who shall be selected by the Head of Department/Office or the Joint Secretary as the case may be.

b) The papers for examination and the maximum marks for each paper are indicated below:—

i) General English	100 Marks
ii) Typewriting	100 Marks
iii) Short-hand	100 Marks
iv) Assessment of confidential report (in the case of promotees).	100 Marks
Total	400 Marks

Note 1.— In the case of direct recruits the total marks will be 300.

Note 2.— The assessment of the Confidential report shall be restricted to the number of years required for being eligible for promotion from Junior Stenographer to Senior Stenographer.

VI. Syllabi for examination:**Paper I — General English:—**

- i) Grammar.
- ii) Idiomatic use of words.
- iii) Words liable to be confused and mis-used.
- iv) one word substitutions.
- v) Spelling.
- vi) Punctuation marks and capital letters.
- vii) Paraphrasing.
- viii) Letter writing.
- ix) Essay writing.

Paper II — Typewriting: —

- i) Typewriting.
- ii) Practical questions of use and maintenance of accessories of typewriters (Placement of typewriter ribbon; spacing; addressing envelopes; typewriter care; cleaning how to clean; how to lift and carry typewriter).

Paper III — Short-hand: —

VII. A list shall be prepared by the Committee in No. II in order of merit of qualified candidate who have attained the qualifying standard i. e. who have secured 35% of above of the total marks in each subject. Deductions upto 5% of the marks in the written subject will be made for illegible handwriting.

VIII. Periodicity of examination:

The examination would be held by the office/department whenever there are one or more vacancies under it.

IX. Interview:

Oral interview shall be held in the case of direct recruit only.

X. Duration of paper:

- | | |
|---------------------------------|------------|
| i) General English | 3 hours |
| ii) Typewriting (Paper II): | |
| I: Typing | 10 minutes |
| II: Practical question etc. ... | 10 minutes |
| iii). Short-hand: — | |
| Dictation | 10 minutes |
| Typing | 20 minutes |

ANNEXURE IV

Scheme of examination for filling up of vacancies of U. D. C. posts from among the L. D. C's by promotion or direct recruitment (wherever necessary) working in the Secretariat and subordinate offices.

I. Applicability of the scheme of examination:

The scheme shall be applicable to all Government Offices/Departments in the Union Territory of Goa, Daman and Diu in regard to U. D. C's.

II. Agency for examination:

Each office/Department of the Government of Goa, Daman and Diu shall be responsible for holding a competitive Examination. A committee constituted of Administrative Head of Department/Office; his next in the command; and the Administrative Officer/or equivalent shall be constituted for the purpose of examination. In the case of U. D. C. in the Secretariat the Committee shall be constituted of the Joint Secretary, the Under Secretary, (S.A.&C) and the Under Secretary (Personnel).

III. Centre for the examination:

The Headquarter of the office will be the centre of the examination.

IV. Conditions of eligibility:

The examination will be confined to all employees who are holding the post of L. D. C's or equivalent who strictly fulfil the requirements of the recruitment rules.

V. Subject for the examination:

a) The papers for examination will be set by the Office different from the one where the examination will be held. The paper-setters will be selected by the Head of Department/Office or the Joint Secretary, as the case may be. One paper-setter will be Joint Secretary or any Under Secretary of the Secretariat. The evaluation of the paper shall be made by officers other than the paper-setters who shall be selected by the Head of Department/Office or the Joint Secretary as the case may be.

b) The papers for examination, and the maximum marks for each paper are indicated below: —

- | | |
|--|-----------|
| i) General English and office procedure | 100 Marks |
| ii) Rules and regulations | 100 Marks |
| iii) Assessment of Confidential report (in the case of promotees only) | 100 Marks |

Total 300 Marks

Note 1: In the case of direct recruits the total marks will be 200.

Note 2: The assessment of the confidential report shall be made by the existing Departmental Promotion Committee for filling the post of U. D. C. and shall be restricted to the number of years required for being eligible for promotion from L. D. C's to U. D. C's.

VI. Syllabi for examination:

Paper I — General English and office Procedure: —

- | | |
|---|-----------|
| i) Writing of a descriptive piece of about 200 words on a simple every day topic (choice of one out of 4 or 5 subjects to be given) | 15 Marks |
| ii) Drafting a note | 15 Marks |
| iii) Drafting an official letter | 15 Marks |
| iv) Drafting an office Memorandum | 15 Marks |
| v) Common errors-corrections of incorrect sentences | 10 Marks |
| vi) Direct and indirect narration | 5 Marks |
| vii) To distinguish between words having similar sounds or meaning by framing sentences | 10 Marks |
| viii) Use of idioms | 5 Marks |
| ix) Maintenance of files ... | 10 Marks |
| Total | 100 Marks |

Paper II — Rules and Regulations: —

- | | |
|--|-----------|
| i) Leave rules: — | |
| a) Kind of leave; | |
| b) Procedure of grant of leave; | |
| c) Practical question on calculation of leave | 25 Marks |
| ii) Pension Rules: — | |
| a) Qualifying service; | |
| b) Procedure for grant of pension; | |
| c) Types of pensions and gratuity | 25 Marks |
| iii) Conduct Rules: — | |
| Rule 1; 3; 5; 11; 13; 18; and 22 of C.C.S. (Conduct) Rules, 1964 | 25 Marks |
| iv) Short notes and distinctions: — | |
| Leave rules, pension and conduct rules | 25 Marks |
| Total | 100 Marks |

VII. A list shall be prepared by the Committee in No. II in order of merit of qualified candidate who have attained the qualifying standard i.e. who have secured 35% or above of the total marks in each subject. Deductions upto 5% of the marks in the written subject will be made for illegible handwriting.

VIII. Periodicity of examinations:

The examination would normally be held by the office/department whenever there are one or more vacancies under it.

IX. Interview:

Oral interview shall be held for direct recruits only.

X. Duration of paper:

Two hours.

ANNEXURE V

Scheme of examination for filling up of vacancies of post of L.D.C. (Group 'C') by direct recruitment in the Secretariat and subordinate offices.

I. Applicability of the scheme of examination:

The scheme shall be applicable to all Government offices/departments in the Union Territory of Goa, Daman and Diu in regard to L.D.C. (Group 'C') post.

II. Agency for examination:

Each Office/Department of the Government of Goa, Daman and Diu shall be responsible for holding a competitive Examination. A committee constituted of Administrative Head of Department/Office; his next in the command; and the Administrative Officer/or equivalent shall be constituted for the purpose of examination. In the case of the Secretariat, the Committee shall be constituted of the Joint Secretary, the Under Secretary (S.A. & C.) and the Under Secretary (Personnel).

III. Centre for the examination:

The Headquarter of the Office will be the centre of the examination.

IV. Conditions of eligibility:

The examination will be confined to such candidates who strictly fulfil the requirements of the recruitment rules.

V. Subject for the examination:

a) The papers for examination will be set by the Office different from the one where the examination will be held. The paper-setter will be selected by the Head of Department or the Joint Secretary, as the case may be. One paper-setter shall be Joint Secretary or Under Secretary of the Secretariat. The evaluation of the paper shall be made by officers other than the paper-setters who shall be selected by the Head of Department/Office or the Joint Secretary as the case may be.

b) The paper for examination, and the maximum marks for each paper are indicated below: —

i) Short Essay	100 Marks
ii) General English	100 Marks
iii) General knowledge including Geography of India, with special emphasises regarding geography of Goa, Daman and Diu	100 Marks
iv) Typewriting	100 Marks
Total	400 Marks

VI. Syllabi for examination:

- a) General English: — Candidate will be tested in the following: —
 - i) Drafting
 - ii) Applied grammar
 - iii) Elementary tabulation (to test candidates eligibility in the art of compiling, arranging and presenting data in a tabular form).
- b) Short essay: — An essay to be written on one of the several specified subjects.
- c) General knowledge including geography of India. Knowledge of current events but only important events and of such matters of everyday observations as may be expected of an educated person who has not made a special study of any subject. The paper will include questions on geography of India on places, mountains and rivers; climate and crop with special reference to geography of Goa, Daman and Diu.
- d) A passage of about 400 words for 10 minutes duration for typing.

VII. A list shall be prepared by the Committee in No. II in order of merit of qualified candidate who have secured 35% or above of the total marks in each subject. Deductions upto 5% of the marks in the written subject will be made for illegible hand writing.

VIII. Periodicity of examination:

The examination would normally be held by the Office/Department whenever there are one or more vacancies under it.

IX. Interview:

There will be an oral interview.

X. Duration of paper:

Two hours.

Home Department (General)

Notification

5/4/80-HD(G)

The following draft amendment which is proposed to be made to the Goa, Daman and Diu Motor Vehicles Rules, 1965, is hereby pre-published as required by sub-section (1) of section 133 of the Motor Vehicles Act, 1939 (Central Act 4 of 1939), for information of the persons likely to be affected thereby and notice is hereby given that the said draft amendment will be taken into consideration by the Government on the expiry of thirty days from the date of publication of this Notification in the Official Gazette.

2. All objections and suggestions to the draft amendment may be forwarded to the Under Secretary to the Government of Goa, Daman and Diu, Home Department (General), Secretariat, Panaji, before the expiry of thirty days from the date of

publication of this Notification in the Official Gazette.

DRAFT AMENDMENT

In exercise of the powers conferred by clause (a) of sub-section (2) of section 68 of the Motor Vehicles Act, 1939 (Central Act 4 of 1939), and all other powers enabling him in that behalf, the Lieutenant Governor of Goa, Daman and Diu hereby makes the following rules so as to further amend the Goa, Daman and Diu Motor Vehicles Rules, 1965 (last amended by Notification No. HD(T)/11-39/77 dated 29-2-1980 published in the Official Gazette Series I, No. 4, dated 6-3-1980), namely:—

1. *Short title and commencement.*—(1) These rules may be called the Goa, Daman and Diu Motor Vehicles (Forty-ninth Amendment) Rules, 1980.

(2) They shall come into force at once.

2. *Amendment of Rule 4.67.*—In rule 4.67 of the Goa, Daman and Diu Motor Vehicles Rules, 1965, in sub-rule (3), the words “not below the rank of head constable” shall be deleted.

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

S. M. Naik, Under Secretary, (Home).

Panaji, 1st August, 1980.

Notification

HD-G-44-417/77

In exercise of the powers conferred by clause (s) of section 2 of the Code of Criminal Procedure, 1973 (Act No. 2 of 1974), the Lieutenant Governor of Goa, Daman and Diu, is pleased to amend the Government Notifications bearing No. HD-G-44-417/77 dated 14th March, 1978, published in Official Gazette, Series II, No. 51, dated 23rd March, 1978; and No. HD-34-1410/1966-A dated 5th October, 1966, published in the Government Gazette, Series I, No. 29, dated 20th October, 1966 (hereinafter called the said Notifications), as under:—

“1. In Schedule I appended to the Notification No. HD-G-44-417/77 dated 14th March, 1978.

i) The names of the Villages Sirlim, Dramapur and Talaulim shown at serial Nos. 6, 7 and 11, respectively, shall be deleted.

(ii) The existing entries at serial Nos. 8, 9 and 10 shall be renumbered serially as Nos. 6, 7 and 8, respectively, and also the existing entries from serial Nos. 12 to 20, shall consequently be renumbered serially as entries Nos. 9 to 17, respectively.

2. In Schedule I appended to Notification No. HD-34-1410/1966-A dated 5-10-1966 published in the Government Gazette Series I, No. 29 dated 20-10-1966 the names of the following

villages shall be inserted after entry No. 3 in column 3 against serial No. 10, namely:—

- (4) Sirlim
- (5) Dramapur
- (6) Talaulim.”

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

S. M. Naik, Under Secretary, (Home).

Panaji, 1st August, 1980.

Works, Education and Tourism Department

GOVERNMENT ORDER

7/10-7/80 — WET

Whereas the Government vide Portaria No. 8006 dated 27-4-1961 (hereinafter called the “said Portaria”) prescribed certain rates for water supply in the District of Goa;

And whereas the rates fixed for supply of water under the said Portaria are inconsistent with the present conditions and not commensurate with the expenditure incurred by the Government for the maintainance of relevant services;

Now, therefore, in exercise of the powers conferred by Article 60 of the Portaria No. 6802, dated 10-12-1956 (Water Supply Bye-Laws), and all other powers enabling him in that behalf, read with clause 2 of the Goa, Daman and Diu Removal of Difficulties Order, 1962 and in partial modification of Government Portaria No. 8006 dated 27-4-1961, the Lieutenant Governor of Goa, Daman and Diu hereby makes the following Order for fixing the selling prices of Water in the Union Territory of Goa, Daman and Diu, namely:

- 1) *Short title, extent and commencement.*—
 - (i) This Order may be called the Goa, Daman and Diu Water Supply to Industries and to Ships at Harbour (M. P. T.) (Fixation of Prices) Order, 1980.
 - (ii) It extends to the whole of the Union Territory of Goa, Daman and Diu.
 - (iii) It shall come into force at once.
- 2) Fixation of selling prices of water to Industries and to Ships at (M. P. T.) Harbour—On and from the date of commencement of this Order, the rates of water supply to industries in the Union Territory of Goa, Daman and Diu and to ships at Harbour (M. P. T.) shall be as given below, namely:—
 - a) all industries excluding office, aerated waters and laundries Rs. 2.00 per Cu.m.
 - b) Ships at Harbour (M. P. T.) Rs. 2.50 per Cu.m.

By order and in the name of the Lieutenant Governor of Goa, Daman and Diu.

A. V. Pimenta, Under Secretary (Works, Education and Tourism).

Panaji, 26th July, 1980.